



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
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IN REPLY REFER TO  
NAVAIRINST 4205.2G  
AIR-2.1  
24 Oct 94

NAVAIR INSTRUCTION 4205.2G

From: Commander, Naval Air Systems Command

Subj: DELEGATION OF CONTRACTING OFFICER AUTHORITY

Ref: (a) Federal Acquisition Regulations (FAR) Subpart 1.6, Contracting Authority and Responsibilities  
(b) Navy Acquisition Procedures Supplement (NAPS) 5201.601, Contracting Authority and Responsibilities  
(c) Defense Federal Acquisition Regulation Supplement (DFARS) 201.603  
(d) Assistant Secretary of the Navy (Research, Development and Acquisition) (Director, Acquisition Career Management) (DACM) memo of 30 Sep 93 with enclosure (1), Subj: DON Interim Procedures for Implementing Defense Acquisition Workforce Improvement Act Requirements  
(e) Department of Defense (DOD) 5000.52M, Career Development Program For Acquisition Personnel  
(f) DACM memo of 22 Mar 93, Subj: DON Acquisition Career Management Interim Mandatory Course Fulfillment Program and Competency Standards Implementation

Encl: (1) Classes of Contracting Officer Authority  
(2) Qualification and Documentation of Contracting Officer Appointment  
(3) Warrant Requirements

1. Purpose. To establish policies and procedures regarding delegation of contracting officer authority for the Naval Air Systems Command (NAVAIRSYSCOM), the Naval Air Warfare Centers (NAWCs), and the Naval Aviation Depot Operations Center (NADOC).

2. Cancellation. NAVAIR Instruction 4205.2F. Since this is a major revision, changes are not indicated.

3. Discussion. The following delegations, policies, and procedures represent NAVAIRSYSCOM's implementation of reference (a). Contracting officer authority delegated as a result of this instruction is subject to law, the requirements and limitations of reference (a), and applicable regulations. The policies contained in this instruction are pursuant to references (a) through (f). Reference (d) is the Navy's interim guidance for implementing reference (e). A SECNAV instruction is being written to formally supersede the interim guidance; significant changes are not expected. However, this instruction will be amended, if necessary.



4. Delegation

a. Per reference (b), the Commander, NAVAIRSYSCOM (AIR-00) hereby delegates full contracting authority to the Assistant Commander for Contracts (AIR-2.0). AIR-2.0 acts for AIR-00 on contractual matters whenever acquisition regulations permit delegation of such authority. Non-delegable responsibilities remain with AIR-00.

b. AIR-2.0 may appoint other NAVAIRSYSCOM and competency personnel as contracting officers.

c. AIR-2.0 will issue a warrant to the Chief of the Contracting Office (CCO)(CCO is defined at NAPS 5202.101) at each NAWC division, who may appoint other division personnel and personnel at tenant or attached activities which contribute directly to the division's mission. The CCO authority is not redelegable.

5. Types of Contracting Officer Warrants. Contracting officer warrants are divided into nine classes, as identified in enclosure (1). Per references (c) through (e), prior to being appointed a contracting officer, contracting personnel must first meet all Defense Acquisition Workforce Improvement Act (DAWIA) standards for the contracting career field (see paragraph 6). In addition, the individual must demonstrate, through past performance, a high degree of business acumen, sound judgment, and solid character. The supervisor of the individual to be warranted must determine the individual has sufficient experience and knowledge to properly exercise the level and type of authority to be granted based on the information submitted in enclosure (2). If desired, a completed SF 171, with an amplifying memorandum, may be used in lieu of the application.

a. Unlimited Authority. Generally, all GS-14's, 15's, SES's and Deputy Directors (including military personnel occupying these types of positions) within NAVAIRSYSCOM HQ AIR-2.0 buying divisions are issued Class I contracting officer's warrants with unlimited authority. GS-13's within the NAWC divisions may also be issued Class I contracting officer's warrants with unlimited authority. All candidates must satisfy Level III requirements for education, experience, and training prior to appointment (or transfer), or obtain a fulfillment or waiver (see paragraph 7).

b. Limited authority. Supervisors may request, in writing, Class II, Class III, or Class IV limited contracting officer warrants for contracting personnel under their cognizance. All candidates must satisfy DAWIA requirements at their level for education, experience, and training prior to appointment (or transfer), or obtain a fulfillment or waiver (see paragraph 7).

(1) Class II limited warrants - Authority is limited to processing contract and administrative actions within assigned limited authority and specified monetary limits and includes such documents as Justification and Approvals (J&As), Determination and Findings (D&Fs), Acquisition Plans (APs), stop work orders, and clearances. This type of warrant gives specialists authority to commit the government for specified monetary amounts. Limited warrants which include authority to obligate funds, including new contracts, will be issued on a case-by-case basis when the department head recommends it is appropriate. The necessity for this additional warrant authority must be explained in enclosure (2) or by memorandum, if an SF 171 is submitted.

(2) Class III limited warrants - Authority is limited to processing routine administrative actions (e.g., modifications, supporting document checklist, weighted guidelines, CHINFO releases, synopses, administrative letters, and internal correspondence pertaining to assigned programs) and excludes such documents as J&As, D&Fs, APs, stop work orders, and clearances. This type of warrant gives specialists authority to commit the government for specified monetary amounts. Limited warrants which include authority to obligate funds will be issued on a case-by-case basis when the division director recommends it is appropriate. The necessity for this additional warrant authority must be explained in enclosure (2) or by memorandum if an SF 171 is submitted.

(3) Class IV limited warrants - Authority is limited to processing routine administrative actions as noted in paragraph 5.b.(1) above, except that specialists cannot obligate any funds, (e.g., no-cost modifications, supporting document checklist, weighted guidelines, CHINFO releases, synopses, administrative letters, and internal correspondence pertaining to assigned programs) and excludes such documents as J&As, D&Fs, APs, stop work orders, and clearances.

(4) Class V through IX warrants - Authority limited as explained in enclosure (1).

c. Limited Authority General Information. If a person with a Class II, III or IV warrant is transferred to another program, or a new supervisor, the need for the limited warrant will be reevaluated and either maintained, terminated, or reclassified. Within each class of contracting officer authority, authority may be further limited, as appropriate, for Class II through Class IX.

6. DAWIA Requirements. Pursuant to reference (d), prior to warranting or assignment to any position requiring a warrant above the small purchase threshold, a person must meet mandatory education, training, and experience requirements specified in references (d) and (e). DAWIA requirements for contracting personnel are divided into three career levels: (I) entry or basic (GS-5 through 8 and military 01/O3), (II) intermediate (GS-9 through GS-12 and military O4); and (III) senior (GS-13's and military O5 and above). In addition, contracting positions are classified as either pre-award oriented, post-award oriented or cost and price analysis oriented.

as either pre-award oriented, post-award oriented or cost and price analysis oriented. Enclosure (3) summarizes these requirements by career level and warrant type. There are two categories of acquisition positions:

a. Critical Positions. These are the GS-14, O5 and above positions. These positions require membership in the Acquisition Professional Community (APC) as defined in references (d) and (e). Although membership in the APC is not mandatory for those who choose to remain in their current position, personnel that apply for critical positions (promotion or transfer candidates) must be APC members and must sign an agreement to remain in the job for 3 years.

b. Non-Critical Positions. This applies to any other position not classified as critical, including GS-12's and 13's, O4's and O5's. Personnel in these positions who wish to become contracting officers with Class II, III or IV must satisfy level II or level III requirements, as appropriate for their grade.

#### 7. Exemptions, Waivers, and Fulfillments

a. Exemption. The mandatory education requirements do not apply to any employee who: (1) as of 1 October 1991, had at least 10 years experience in acquisition positions, or (2) to any employee for purposes of continuing to serve in the position in which the employee was serving on 1 October 1993, or (3) any other position in the same grade and involving the same level of responsibilities as the position in which the employee was serving on that date.

b. Waiver. All waivers of statutory requirements must be made prior to assignment or warranting. AIR-2.0, AIR-2.0A, and 2.0B have been delegated authority to grant waivers of the contracting officer training, education, and experience warrant requirements (without power of redelegation). Waiver of any of the requirements must be requested on a DD Form 2591 pursuant to reference (d).

c. Fulfillment. Pursuant to reference (f), if an applicant has equivalent training or experience to fulfill mandatory training requirements, a DD Form 2518, Fulfillment of DOD Mandatory Training Requirement, may be filled out and submitted to AIR-2.0/2.0A (through chain of command) for approval.

#### 8. Responsibilities

a. NAVAIRSYSCOM HQ. Candidates must submit enclosure (2) or an SF 171 through their chain of command. Requests for warrants must be in writing and expressly state limitations of authority with regard to warrant class and dollar limitations. Requests must also include justification and facts to support the individual's eligibility. The cognizant branch head and division director will provide endorsements and recommendations on requests for Class I through IV appointments. The package will then be forwarded to the Contracts Policy and Business

Management Branch (AIR-2.1) for processing. Memorandum requests to AIR-2.0 for Class V, VII, VIII, and IX appointments will be signed by the cognizant AIR group division director and forwarded to AIR-2.1 for processing. AIR-2.1 will prepare the SF 1402 for AIR-2.0's approval and signature for NAVAIRSYSCOM personnel.

b. **Other TEAM Organizations.** Candidates must submit enclosure (2) or an SF 171 through their chain of command. Requests for warrants must be in writing and expressly state limitations of authority with regard to warrant class and dollar limitations. Requests must also include justification and facts to support the individual's eligibility. The cognizant branch head will provide endorsements and recommendations on requests for Class I through IV appointments. Memorandum requests and accompanying data to the CCO should be processed in accordance with procedures established by the CCO. Each organization shall maintain a list of warranted personnel, their grades, and their authority thresholds. This list will be submitted to AIR-2.1 annually, no later than 15 September.

9. Termination of Warrants. Contracting officer authority previously delegated will remain in effect until terminated, revoked or modified in writing by the proper authority. Upon departure of the contracting officer from his/her activity contracting officer warrants will be automatically terminated. For NAVAIRSYSCOM HQ, AIR-2.1 has responsibility for documenting automatic terminations, for the NAWC divisions, this will be accomplished as established by the CCO. Contracting officer warrants may also be terminated due to reassignment of contracting officers to other divisions or programs or due to unsatisfactory performance. For routine terminations, (i.e., retirements or resignations) documentation of termination may be transmitted by electronic means. A hard copy will be retained in the AIR-2.1 file.

10. Forms. SF 1402, Certificate of Appointment, National Stock Number 7540-01-152-5815 is available from General Services Administration Customer Supply Centers.

11. Review. AIR-2.1 shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.



W. C. BOWES

NAVAIRINST 4205.2G

Distribution: FKA1A (established quantity); others 2 copies  
SNDL: FKA1A (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Directorate Directors and Office and Division Directors); FKR

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Stocked: Commanding Officer, Naval Aviation Supply Office, Physical Distribution Division (Code 103), 5801 Tabor Avenue, Philadelphia, PA 19120-5099

## CLASSES OF CONTRACTING OFFICER AUTHORITY

**CLASS I Unlimited** - Contracting officers have authority to enter into, administer or terminate contracts and make related justifications, determinations and findings for supplies and services within the procurement cognizance of NAVAIRSYSCOM.

**CLASS II Limited** - Limited monetary and/or program authority may be imposed by the nominating authority in individual cases, as considered necessary or appropriate. A Class II limited warrant may appoint a contracting officer authority to issue/sign new contracts, modifications, and correspondence pertaining to assigned programs as well as obligate limited funds on behalf of the government. (This would include documents such as J&As, D&Fs, APs, stop work orders, and clearances.)

**CLASS III Limited** - Limited monetary/program authority may be imposed by the nominating authority in individual cases, as considered necessary or appropriate. A Class III limited warrant may appoint a contracting officer authority to issue/sign no cost modifications and correspondence pertaining to assigned programs as well as obligate limited funds on behalf of the government. (This would generally be correspondence addressed to contractors, but would not include documents such as J&As, D&Fs, APs, stop work orders, and clearances.)

**CLASS IV Limited** - Limited program authority may be imposed by the nominating authority in individual cases, as considered necessary or appropriate. A Class IV limited warrant may appoint a contracting officer authority to issue/sign no cost modifications and correspondence pertaining to assigned programs. (This would generally be correspondence addressed to contractors, but would not include documents such as J&As, D&Fs, APs, stop work orders, and clearances.)

**CLASS V** - Contracting officers have authority to perform the responsibilities and sign no-cost SF-30's, Amendments of Solicitation/Modification of Contract, for classified contracts as are required by the Industrial Security Manual and the Industrial Security Regulation and are responsible for the security administration of NAVAIRSYSCOM contracts. Such contracting officers may not obligate the government to the expenditure of any funds.

**CLASS VI** - Contracting officers perform functions assigned to administrative contracting officers by applicable regulations, written instructions or contracts issued by procuring activities, and have authority to perform the functions described in Federal Acquisition Regulation (FAR) Subpart 42.302 and Defense Federal Acquisition Regulation Supplement (DFARS) 242.302.

**CLASS VII** - Small purchase contracting officers have authority to enter into, administer or terminate contracts and make related justifications, determinations and findings to procure supplies and services in accordance with the FAR Part 13, the

ENCLOSURE (1)

## CLASSES OF CONTRACTING OFFICER AUTHORITY

DFARS Part 213, and the Shore and Fleet Small Purchase and Other Simplified Purchase Procedure, NAVSUPINST 4200.85. Authority is limited to open market purchases not in excess of the small purchase threshold and Federal Supply Schedule orders not to exceed the maximum order limit specified; or not to exceed \$50,000 Federal Supply Schedule for Automated Data Processing.

**CLASS VIII** - Contracting officers have authority to sign no-cost SF 30's, Amendments of Solicitation/Modification of Contract, for the purpose of advising contractors of the initial consignment and marking instructions in NAVAIRSYSCOM contracts, pursuant to the requirements of FAR Subpart 47.305-10.

**CLASS IX** - Blanket Purchasing Agreement (BPA) callers are authorized to place BPAs when there is a repetitive need for similar supplies or services, and when the use of the BPA is administratively more economical and efficient than any other small purchase method. No BPA call can exceed \$25,000, or lower amount specified on the warrant.

*at Navair we limit non 1102 personnel  
to 2,500 (just like the  
bankcard limit)*



**QUALIFICATION AND DOCUMENTATION OF CONTRACTING  
OFFICER APPOINTMENT**

**I. IDENTIFICATION**

- A. NAME OF APPOINTEE:
- B. GRADE OR RANK:
- C. ORGANIZATION POSITION TITLE:
- D. BRIEF DESCRIPTION OF DUTIES (INCLUDE NECESSITY FOR APPOINTMENT):

**E. LIMITATIONS ON AUTHORITY:**

**II. EDUCATION AND TRAINING (be sure to address DAWIA requirements):**

**III. EXPERIENCE:**

DUTIES

DATE

ENCLOSURE (2)

## WARRANT REQUIREMENTS

<u>LEVEL/CLASS</u>	<u>EXPERIENCE</u>	<u>EDUCATION</u>	<u>TRAINING</u>
<b>LEVEL III</b>  Applies to Class I, II, and III Warrants	2 years minimum experience in acquisition position of increasing complexity	Baccalaureate degree or 24 semester hrs in business related subjects or pass equivalency exam	Refer to reference (d)
<b>LEVEL II</b>  Typically applies to Class II, III and VI Warrants	2 years contracting experience in an acquisition position of increasing complexity and responsibility	same as Level III	Refer to reference (d)

**Class IV Warrants** - Since these warrants do not obligate any funds and the DAWIA warrant requirements apply to contracts over the small purchase threshold, these candidates do not need to meet the above training requirements prior to appointment. However, the DAWIA requirements for GS-1102 positions still apply (education and experience).

**Class VII and Class IX Warrants** - Since these warrants limit authority to small purchase thresholds, these candidates do not need to meet the above training requirements prior to appointment. However, the DAWIA requirements for GS-1102 positions still apply (education and experience). Class VI candidates must take the 2 week Small Purchase Course and Class IX candidates must take the BPA course. *The Small Purchase Course also fulfills the BPA course reqt. as BPA are covered in it.*

**Class V and VIII** - Since no funds are expended and candidates are not 1102's, they are not required to comply with mandatory 1102 DAWIA standards. However, candidates must observe the internal policies of their cognizant division as well as applicable regulations.

ENCLOSURE (3)